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|--|--------------------------|----------------|
| <b>New Jersey Division of Highway Traffic Safety</b><br><br><b>Application for Highway Traffic Safety</b><br><br>Project Grant | <b>FOR DHTS USE ONLY</b> |                |
|  | PSP #                    | Standard:      |
|  | Task #                   | Program Area:  |
|  | Project #                | Date Received: |

|  |  |  |  |
|--|--|--|--|
| <b>Part I</b>  |  | <b>General Information</b>   |  |
| A. Project Title   |  | B. Type of Application<br>_____ Initial    _____ Revision    _____ Cont.<br>_____ Year 1    _____ Year 2    _____ Year 3 |  |
| C. Name of Project Contact   |  | D. Name of Applicant Agency  |  |
| E. Telephone Number of Project Contact   |  | F. Address   |  |
| G. Fax Number  |  |  |  |
| H. Federal Tax ID #  |  |  |  |
| I. Type of Governmental Unit<br>_____ State    _____ County    _____ City    _____ Other |  |  |  |
| J. Grant Period<br>From:<br>To:  |  | K. Project Period<br>From:<br>To:  |  |

|   |                       |                                       |              |              |
|---|-----------------------|---------------------------------------|--------------|--------------|
| <b>Budget (please complete pages 4 and 5)</b>         |                       |                                       |              |              |
| <b>A. Cost Category</b>                               | <b>Project Period</b> | <b>Total Expenditures Prior Years</b> | <b>Total</b> |              |
| (A) Personal Services                                 |                       |                                       |              |              |
| (B) Contractual Services                              |                       |                                       |              |              |
| (C) Commodities                                       |                       |                                       |              |              |
| (D) Other Direct Cost                                 |                       |                                       |              |              |
| (E) Indirect Costs                                    |                       |                                       |              |              |
| Total Estimated Cost<br>(including Non-Federal Share) |                       |                                       |              |              |
| <b>B. Source of Funds</b>                             |                       |                                       |              |              |
| (1) Federal   | (2)State              | (3) Political Subdivision             | (4) Other    | <b>Total</b> |
|   |                       |                                       |              |              |

**Part II****Acceptance of Conditions**

This application is approved for federal year \_\_\_\_\_ and authorization to proceed with this highway safety project is granted, subject to the State and Federal laws and regulations applicable to the NJ Division of Highway Traffic Safety (DHTS) and the conditions stated below:

1. Unless otherwise directed, applicants must submit quarterly reports to the DHTS which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status quarterly and shall be submitted to the DHTS no later than fifteen (15) days subsequent to the termination of each quarter. A final accomplishment report must be submitted to the DHTS within thirty (30) days of completion of the project unless otherwise directed. All contractors that are delinquent in submitting quarterly and/or final accomplishment reports or reports that lack sufficient detail of progress during the period in question will be subject to having reimbursement requests withheld.
2. Applicants making purchases or entering into contracts as provided for by this project must adhere to the policies and procedures of all pertinent governmental agencies.
3. All out-of-state travel must have prior approval of the DHTS. Request for approval should be submitted to the DHTS at least forty-five (45) days prior to the intended date of travel.
4. Applicants shall account for program income. Program income earned during the contract period shall be retained by the applicant and added to the funds committed to the project by the DHTS and used to further enhance program objectives.
5. Local government applications must complete a local government resolution.
6. Any reports, publications, etc. developed using funds from this contract must be approved by the DHTS prior to their release.
7. Any printed material must contain the name of the Division of Highway Traffic Safety (DHTS).
8. Prior approval is required for changes to project scope, objectives or budget.
9. No equipment purchased under an approved DHTS grant will be conveyed, sold, salvaged or transferred without written approval from the DHTS.
10. All provisions outlined in the DHTS's uniform requirements for the administration's reporting of expenditures will be adhered to.
11. Policies and procedures of the following will be, if applicable, adhered to: 49 CFR Part 18-DOT Implementation of Common Grant rule, CFR Title 23-Part 1200-Uniform Procedures for SHSP, OMB Circular A-21, OMB Circular A-110, OMB Circular A-122, and OMB Circular A-133.

**Part III****Signatures****HTS-1.01****Project Director** (read part II, "Acceptance of Conditions" before signing)

|           |         |                  |
|-----------|---------|------------------|
| Name      | Title   | Telephone Number |
| Signature | Address |                  |

**Financial Director** (read part II, "Acceptance of Conditions" before signing)

|           |         |                  |
|-----------|---------|------------------|
| Name      | Title   | Telephone Number |
| Signature | Address |                  |

**Authorizing Official of Governmental Agency** (read part II before signing)

|           |         |                  |
|-----------|---------|------------------|
| Name      | Title   | Telephone Number |
| Signature | Address |                  |

**Approval Information** (for DHTS use only)

|           |       |               |
|-----------|-------|---------------|
| Signature | Title | Approval Date |
|-----------|-------|---------------|

## Part IV

### Highway Traffic Safety Application

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| <p><b>Budget Summary</b></p> <p>See instructions for content and format of fiscal information and cost categories.</p> |
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See instructions for content and format of fiscal information and cost categories.

|                       |
|-----------------------|
| <b>Project Title:</b> |
|-----------------------|

**Project #:**

[illegible]

Specify proposed expenditure and basis for computation of cost

## Federal Share

**State/Local  
Share**

**Total  
Amount**

| A. Personal Services |       |
|----------------------|-------|
|                      | Total |

**Total**

| <b>B. Contractual Services</b> |              |
|--------------------------------|--------------|
|                                | <b>Total</b> |

**Total**

|   |                |                   |                |
|---|----------------|-------------------|----------------|
| Highway Traffic Safety Application  | Budget Summary |                   | Project Number |
| Itemized Expenditure Categories<br>Specify proposed expenditure and basis for computation of cost | Federal Share  | State/Local Share | Total Amount   |
| C. Commodities  |                |                   |                |
| Total   |                |                   |                |
| D. Other Direct cost  |                |                   |                |
| E. Indirect Cost (if applicable)  |                |                   |                |
| Total   |                |                   |                |
| A. Personal Services  |                |                   |                |
| B. Contractual Services   |                |                   |                |
| C. Commodities  |                |                   |                |
| D. Other Direct   |                |                   |                |
| E. Indirect   |                |                   |                |
| Total   |                |                   |                |